

**San Gabriel County Water District  
Regular Meeting of the Board of Directors  
8366 Grand Ave.  
Rosemead, CA 91770**

**August 27, 2019**

**4:00 P.M.**

**AGENDA**

**Call to Order**

**1. Pledge of Allegiance**

- 2. Roll Call**
- |                           |       |
|---------------------------|-------|
| <b>Director Taylor</b>    | _____ |
| <b>Director Chan</b>      | _____ |
| <b>Director Cammarano</b> | _____ |
| <b>Director Cici</b>      | _____ |
| <b>Director DeLaTorre</b> | _____ |

**3. Additions, Re-order and Adoption of the Agenda:**

**Motion:**  
**Second:**  
**Action:**

**4. Public Comment on Agenda and Non-Agenda items**

**Anyone wishing to discuss items on and not on the agenda may do so at this time**

**5. Minutes of a Special Meeting of the Board of Directors held on August 13, 2019  
Minutes of a Regular Meeting of the Board of Directors held on August 13, 2019**

**Motion:**  
**Second:**  
**Action:**

**6. List of Demands on the General Account**

**a. Revolving/Payroll Account Reimbursement**

**Motion:**  
**Second:**  
**Action:**

**7. District Counsel**

**8. Action Items**

**a. CV Strategies Crisis Communication Plan**

**Motion:**

**Second:**

**Action:**

**9. Miscellaneous Information Items**

**a. Receive and File July 2019 Banking and Investment Report**

**b. Receive and File July 2019 Monthly Revenue & Expenditure Report**

**10. General Manager Report**

**11. Future Agenda Items**

**12. Director Comments**

**13. Adjournment:**

**Motion:**

**Second:**

**Action:**

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the District office, located at 8366 Grand Ave., Rosemead, CA 91770.

If you have special needs because of a disability which make it difficult for you to access or participate in the meeting, please contact the District Finance & Administration Manager, (626) 287-0341, by at least noon on the Monday preceding the meeting. The District will attempt to make arrangements to accommodate your attendance.

**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON AUGUST 13, 2019**

- CALL TO ORDER** A special meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, August 13, 2019, at 8366 Grand Avenue, Rosemead, California at the hour of 1:30 p.m.
- ROLL CALL** President Taylor; Directors Cammarano, Chan, Cici, and DeLaTorre; General Manager Prior; Assistant General Manager Feilen; Finance and Administration Manager Corona; and District Counsel Colin O’Neill were present.
- PUBLIC COMMENT** None.
- PUBLIC SERVICE ETHICS TRAINING** District counsel presented a 2-hour course on ethics, as required by Government Code section 53234.
- ADJOURNMENT** President Taylor adjourned the meeting.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

[SEAL]

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
SAN GABRIEL COUNTY WATER DISTRICT  
HELD ON AUGUST 13, 2019**

- CALL TO ORDER** A regular meeting of the Board of Directors of the San Gabriel County Water District was held on Tuesday, August 13, 2019, at 8366 Grand Avenue, Rosemead, California at the hour of 4:00 p.m.
- ROLL CALL** President Taylor; Directors Cammarano, Chan, Cici, and DeLaTorre; General Manager Prior; Assistant General Manager Feilen; Finance and Administration Manager Corona; and District Counsel Colin O'Neill were present.
- AGENDA** Upon motion by Director DeLaTorre, and seconded by Director Cammarano, the Board voted unanimously to adopt the agenda for this regular meeting of the Board of Directors held on August 13, 2019.
- PUBLIC COMMENT** Director Chavez of the Upper San Gabriel Municipal Water District was in attendance and informed the Board that the Upper District sponsored tour of the Colorado River and aqueduct would be taking place in October, and urged anyone who is interested to get seats soon because they are being claimed rapidly.
- Ms. Cici reported that the National Night Out event was a great success and very enjoyable.
- MINUTES** Upon motion by Director Cammarano, and seconded by Director DeLaTorre, the Board voted unanimously to approve the minutes of the regular meeting of the Board of Directors held on July 23, 2019.
- DEMANDS** Upon motion by Director Chan, and seconded by Director DeLaTorre, the Board voted unanimously to approve the payment of check numbers 20262 through 20316 from the General Account in the aggregate amount of \$580,565.17; and check numbers 11887 through 11907 from the Revolving Account for the July, 2019 invoices, and the electronic transfer of \$90,424.49 from the General Account for the Revolving Reimbursement..
- DISTRICT COUNSEL** None.
- ACTION** Upon motion by Director Chan, and seconded by Director Cammarano, the Board voted unanimously to approve JPIA's Employee Assistance Program for District employees.
- Upon motion by Director Chan, and seconded by Director Cammarano, the Board voted unanimously to award the contract for the Mainline Replacement Phase 2 to Fraijo Brothers, Inc., in the amount of \$142,693.55.

**INFORMATION**

The July, 2019 Water Well Report was received and filed.

**GENERAL  
MANAGER  
COMMENTS**

The General Manager reported that water use for July was down 20%.

The General Manager reported that the San Gabriel City Manager would be taking the tax issue to the City Council on August 20.

The General Manger reminded the Board that the ACWA fall conference was coming up, and that anyone interested to notify staff.

The General Manager reported that the sexual harassment prevention class would be taking place next Wednesday.

The General Manager reported that Well No. 11 was being video-logged because it has been running slow.

**FUTURE  
AGENDA  
ITEMS**

Consider CV Strategies program regarding crisis response.

**DIRECTOR  
COMMENTS**

Director Chan advised that he had met a New York Life Insurance representative who would like to meet with staff.

Director Chan inquired how staff enjoyed the recent "Dodger Night," and the General Manager advised that everybody had a good time and it was much appreciated.

**ADJOURNMENT**

President Taylor adjourned the meeting.

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President

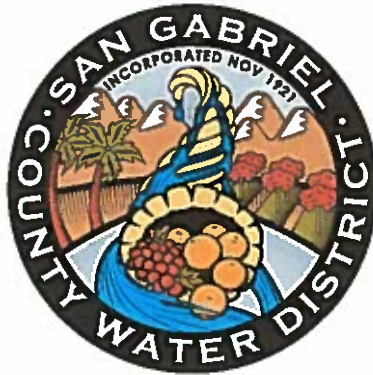
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Secretary

[SEAL]

**EFT-From the General Account for the Revolving Reimbursement**

|                             | <b>Date Paid</b>                      | <b>Amount Paid</b>  |
|-----------------------------|---------------------------------------|---------------------|
| Payroll                     | 8/7/2019                              | \$62,781.50         |
| Board of Director's Payroll | 8/13/2019                             | \$445.90            |
| Payroll                     | 8/21/2019                             | \$63,824.16         |
|                             | <b>Total Amount to be Reimbursed:</b> | <b>\$127,051.56</b> |



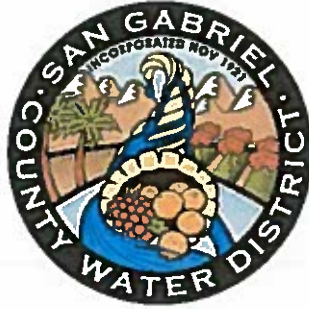
August 27, 2019

To: Board of Directors  
From: General Manager ✓  
Subject: CVStrategies Crisis Communication Plan

At the June 25, 2019 Board meeting, Staff informed the Board of a service that CVStrategies offers. CVStrategies will draft a crisis communication plan for the District which will consist of internal and external talking points, provide a response guide, and advise on outreach tactics among other things. I believe having experts in this field train District personnel would be a great asset in case a crisis does occur.

**RECOMMENDATION:**

The Board of Directors authorize staff to have CVStategies prepare a Crisis Communication Plan for San Gabriel County Water District. Funds, \$7,500.00 would come from account 10-58-5842 (Public Relations).



SAN GABRIEL COUNTY WATER DISTRICT  
Bank Account July 31, 2019

Banking & Investment Report  
Transactions through Citizens Bank, Sacramento, CA

|                                 |                |
|---------------------------------|----------------|
| Time Value Investment           | \$1,541,504.68 |
| Amount of LAIF Investment       | \$9,604,279.30 |
| LAIF Interest Rate              | 2.37%          |
| Citizens Bank - General Account | \$2,817,497.34 |

I hereby certify that the foregoing is true and correct and in accord with the District's Investment Policy.

Date: 08/27/19

  
 \_\_\_\_\_  
 Treasurer

| <u>July 2018</u>     | <u>YTD July 2018</u> | <u>July 2019</u>               | <u>YTD July 2019</u> |
|----------------------|----------------------|--------------------------------|----------------------|
| <u>Cash Receipts</u> |                      |                                |                      |
| \$970,144.74         | \$5,632,030.55       | \$889,801.28                   | \$5,490,757.66       |
| <u>Disbursements</u> |                      |                                |                      |
| \$495,958.82         | \$3,971,580.48       | \$539,185.20                   | \$4,517,867.41       |
| <u>Water Sales</u>   |                      |                                |                      |
| \$841,262.51         | \$5,054,827.08       | \$841,195.90                   | \$5,125,561.27       |
|                      |                      | Meter Chrg \$268,860.04        |                      |
|                      |                      | Water Chrg <u>\$572,335.86</u> |                      |
|                      |                      | \$841,195.90                   |                      |



**SAN GABRIEL COUNTY WATER DISTRICT  
REVENUE AND EXPENDITURE DISTRIBUTION**

**July 2019**

**YEAR TO DATE Percent**

**58%**

| <b>Description</b>                | <b>Budget</b>       | <b>Receipts &amp;<br/>Expenditures<br/>Jul-19</b> | <b>Total<br/>YTD</b> | <b>Balance</b>        | <b>YTD %</b> |
|-----------------------------------|---------------------|---|----------------------|-----------------------|--------------|
| <b>Total Revenues</b>             | \$ 9,575,221        | \$ 929,332  | \$ 5,479,192         | \$ (4,096,029)        | 57%          |
| <b>Operational Expense</b>        |                     |   |                      |                       |              |
| Production & Supply               | 2,852,454           | 70,842  | 1,232,098            | (1,620,356)           | 43%          |
| Transmission & Distribution       | 566,254             | 37,251  | 333,458              | (232,796)             | 59%          |
| Customer Service                  | 355,890             | 26,429  | 182,457              | (173,433)             | 51%          |
| General & Administrative          | 3,710,207           | 259,098   | 1,978,143            | (1,732,064)           | 53%          |
| GASB 45                           | 550,000             | -   | 550,000              | -                     | 100%         |
| <b>Total Operational Expense</b>  | <b>8,034,805</b>    | <b>393,620</b>                                    | <b>4,276,156</b>     | <b>(3,758,649)</b>    | <b>53%</b>   |
| <b>Gain/(Loss) before Capital</b> | <b>1,540,416</b>    | <b>535,712</b>                                    | <b>1,203,036</b>     | <b>(337,380)</b>      | <b>78%</b>   |
| Capital Expenditures              | 1,500,000           | 42,712  | 305,497              | (1,194,503)           | 20%          |
| <b>Gain/(Loss)</b>                | <b>\$ 3,040,416</b> | <b>\$ 578,424</b>                                 | <b>\$ 1,508,533</b>  | <b>\$ (1,531,883)</b> | <b>50%</b>   |

|                                   | <b>Use of Funds</b>  |
|-----------------------------------|----------------------|
| <b>Fund Balance Start of Year</b> | \$ 9,742,373         |
| Add Back YTD Depreciation         | 641,667              |
| YTD Gain/(Loss)                   | 1,508,533            |
| <b>Ending Fund Balance</b>        | <b>\$ 11,892,573</b> |